

Needs Assessment Format

STEP 1

Mission Statement: Main Purpose

STEP 2

Complete: Assessment and Evaluation of School, Inventory of Resources, and Review of Regulations and Policies

Internal Assessment

- Does the school have the ability and resources to do the project?
- Will the project be approved by the administration?

External Assessment

- Will the community accept and support the program?
- What are the government regulations affecting the program?
- What are the legal issues?
- Are there any zoning considerations?

Resources

- Money and finances
- Building space
- Personnel
- Equipment and materials
- Expertise
- Motivation and commitment
- Management
- Plan for evaluation process

Regulations and Policies

- What are the governmental limitations, restrictions, barriers and requirements?
- What are the policy limitations, restrictions, barriers and requirements?

STEP 3

Write Goals and Objectives

- For needs assessment and feasibility studies

STEP 4

Needs Assessment

1. Identify the geographic area to be served.
2. Identify the target group to be served.
3. Complete a community assessment – assess and inventory existing community resources, services and programs.
4. Determine the type of needs assessment method or approach – e.g., survey, focus groups, interviews, etc.
5. Determine items to assess and items and issues to be covered by the need assessment.

A needs assessment analyzes the health needs of youth. It should answer the question, “What are the needs and gaps in services?” and should include:

- Demographic data (e.g. number of students in community, age, ethnic groups, gender, etc.;
- School drop out, truancy and absenteeism rates;
- Rates of live births to teens;
- Proportion of economically disadvantaged residents (e.g. poverty rate, Medicaid eligibility, students receiving free and reduced lunch, unemployment rates, etc.)
- Number of adolescents receiving special education services and types of services;
- Rates of child abuse, neglect, and out of home placement;
- Morbidity and mortality rates of target population;
- Arrest and crime rates of youth;
- Prevalence of health and mental health problems (data from school nurse’s office, guidance, social work and community agencies, etc.)
- Needs identified by youth;
- Determine present state of health of the target population;
- Extent to which existing services address the needs of the target population.

6. Develop needs assessment instrument.

Information that can be collected through written questionnaires, telephone interviews and face-to-face interviews:

- **Demographics**
- **Knowledge:** health care system, health issues, risk factors, preventive health behaviors, etc.
- **Health behaviors:** use of a Health Risk Appraisal
- **General health information:** family history, personal history, medications, and known physiological data.
- **Attitudes and/or values:** related to specific issues
- **Interest:** Community, parents, school staff, etc.
- **Opinions**
- **Needs**

Assessments should be developed for:

Students

Parents

School Staff

Community Interest/Support

7. Conduct needs assessment/survey

8. Analyze and assess the data and findings

9. Evaluate the importance of the results and write up findings

10. Determine results of the findings of the community assessment and its resources and programs.

11. Identify gaps in services and programs, and identify need areas.

Formation of the planning group:

Does the planning group consist of a variety of community and agency representatives concerned with services to youth?

Selection of school site for proposed SBHC:

Is there a need for primary health care and mental health services?

Is there parental and community support?

Is there cooperation and support of the school principal and faculty?

Is the proposed site in geographic proximity to other community health care providers?

School system approval is crucial for program success and requires the involvement of: the school committee, school superintendent, principal(s), school staff and parents.

Determination of services:

Are the services offered based on the needs of the community?

Are the services comprehensive in order to be accessible and acceptable to students?

(See SBHC guidelines for minimum services to be offered.)

Are services provided full time during the academic year?

Is there 24-hour coverage provided by the operating health facility to ensure access to services when the school or center is closed?

Determination of Adequate SBHC Staffing:

Is the SBHC staffed and administered by a qualified, RI licensed community-based health care provider?

Is the health care provider an approved provider for Medicaid and other third party payers?

Formal agreements with approved managed care providers under RIte Care must be established to secure reimbursement for school based health services to their enrollees.

Identification of Funding Sources:

Is there a plan for initial and future funding? What is it?

Design and Space Construction:

Has a space been identified?

Is there adequate space, which is safe, functionally efficient and private?

Does the space meet state licensing standards?